



Event hosting guide

Thank you for hosting an Advance Care Planning Week event! We are so happy to have you on board.

Between 17 - 23 March this year we're encouraging all Australians to take part in National Advance Care Planning Week by having a conversation to make your choices matter. Advance care planning involves planning for your future health care. It's something that everyone should be thinking about regardless of age, health, or capacity.

Tips for hosting a successful event

Discussing advance care planning isn't always a comfortable conversation. Creating a comfortable environment to host your event can be crucial to hosting a successful and informative event. Depending on your group, this event can be an informal morning tea, an information seminar, or scheduling advance care planning as a discussion topic at your support group.

The goal for the event is to educate others about advance care planning and encourage the first steps in the process – to think about their wishes and preferences and communicate these decisions to others.



Before event

- Send out your invites as soon as you can to give attendees as much notice as possible.
- Promote your event by sharing details in your newsletter, social media posts or email list.
- You will soon receive an event pack. Ensure you utilise the posters and flyers in this pack to let your workplace, organisation, and community know your event is coming up.
- If you haven't already, familiarise yourself with the Advance Care Planning Australia website and resources, so you will be prepared to answer any questions that may arise during your event.
- Prepare your event space and display the Advance Care Planning Australia resources provided in your event pack.
- Organise catering or refreshments for your guests – by registering you have gone into the draw to win \$200 in free catering for your event.

During event

- Try the ACPA conversation starters to support the conversation started and kick start your event. Remind attendees that advance care planning is a voluntary process and getting started can be the hardest part.
- As a host, if it's relevant and you are comfortable, consider sharing a story where you have seen advance care planning make a difference, or if you feel comfortable, share aspect of your own advance care plan.
- Advance care planning conversations can be challenging and uncomfortable for some people. As a host, encourage an atmosphere of openness, active listening, and respect.
- Set boundaries for the conversation such as ensuring attendee's respect everyone has different values, views and wishes, that everyone's voice will be heard. Remind your guests that advance care planning is a voluntary and personal process, that gives you a voice when you are unable to communicate for yourself.
- Take photos of your event, remembering to gain consent from your guests.

Post Event

- Share any photos and highlights from your event (with consent) on Facebook or LinkedIn using the hashtag #acpweek25 and remember to tag us.
- Fill out the survey we will send you to give us any feedback you may have and help us improve for Advance Care Planning Week 2026.
- Email your photos to comms@advancecareplanning.org.au and tell us about your event! We should love to share this in our eNews and on our website.

Conversation starters

In a group environment, these conversations may look a little different than they would among loved ones or with a health professional, as some people may not feel completely comfortable sharing.

Starting the conversation can be the hardest part, so here are a few 'fill in the blank' statements to begin. You might ask your guests to simply think about these points, or to share them aloud if they feel comfortable:

What I value and enjoy most in my life are _____
When thinking about what happened to _____ I realised that I _____
I would want _____ to make medical decisions on my behalf if I was unable to do so
If _____ happened to me, I would want _____ because _____

Ask your attendees to consider why they would give these answers.

